Getting Started: Modify Your Personal Information

Access Your Worker Profile Page

Click your **Profile** icon > **View Profile.** Your Worker Profile page displays.

Note: All instructions in this job aid start from the Worker Profile page.

Add or Change Your Contact Information

1. Click the **Contact** tab. The Contact subtab is selected.
2. Click **Edit**. Within each section click the **Edit** icon to change existing information, or the **Add** button to add new information. You can also click in a field to edit.
3. Click **Submit**.

Add or Change Emergency Contacts

1. Click the **Contact** tab.
2. Click the **Emergency Contacts** subtab.
3. Click **Edit**. Enter or modify your emergency contacts.
4. Click **Submit**.

Modify Your Personal Information

1. Click the **Personal** tab. The Personal Information subtab is selected.
2. Click **Edit**. Enter or modify your personal information.
3. Click **Submit**.

View Your Identity Paperwork

1. Click the **Personal** tab.
2. Click the **IDs** subtab. You cannot make changes to this information; you can only view it.
3. Click the **Documents** subtab. Click document links to download or view documents. Click **Add** to attach documents to your profile, **Edit** to make changes to documents, or **Delete** to remove them.

Change Your Legal Name

1. Click your **Actions** Actions.
2. Select **Personal Data** > **Change My Legal Name**.
3. Enter your new information, including any required information.
4. Click **Submit**.
5. Click **To Do** to submit proof of name change or **Done** to submit later.
6. Click **Done**.

Change Your Preferred Name

1. Click your **Actions**.
2. Select **Personal Data** > **Change My Preferred Name**.
3. Uncheck **Use Legal Name as Preferred Name**.
4. Enter your new information, including the effective date.
5. Click **Submit** and **Done**.

Add or Change Your Photo

1. Click your **Actions** > **Personal Data** > **Change My Photo**.
2. Click the **Select files** button to locate, crop, and upload your image, or drag and drop your image directly into the Attachments section from your local drive. You can crop and adjust the image by dragging the white corners to the desired specifications. The portion of the image within the unshaded circle represents how your photo will look on your Profile page.
3. Click **OK** > **Submit**.
4. Depending on your organization's configuration, you may need further approval before the change takes effect.

Note: The supported file formats depend on your organization's configuration. Typical formats include .png, .jpg, and .gif.

Add and View Your Social Networks

1. Click your **Actions** > **Personal Data** > **Maintain Social Network**.
2. Click **Edit** to change an existing network, or **Add Social Network Account** to add a new one. You can maintain up to four networks.
3. Enter the social network and user name or web address you want to add. You can only add one account for each social network.
4. Click **OK** and **Done**.

Delete a Social Network

1. Click your **Actions** > **Personal Data** > **Maintain Social Network**.
2. Click **Delete** next to the appropriate network.
3. Click **Submit** and **Done**.

View Transaction History

View your transaction history to see when you enrolled in benefits, changed personal data, etc.

1. Click the **Job** tab.
2. Click the **Worker History** subtab. Your business process history displays.
3. Click **View Worker History by Category**. The data is organized into different tabs to make it easier for you to review your history.

Change a Business Title

1. Click your **Actions** > **Job Change** > **Change My Business Title**.
2. Enter the Effective Date.
3. Enter the proposed Business Title.

4. Click **Submit** and **Done**.

> Note: Depending on your organization's security, this may be routed to another department for approval.

Manage Professional Profile Information

1. Click the **Job** tab; the **Professional Profile** subtab is selected.
2. Click the **Add** button next to a section.
3. Add your own information and/or edit existing information, including your experience, education, skills, and projects.
4. Click **Submit** and **Done**.

Upload My Experience

1. Click the **Job** tab; the **Professional Profile** subtab is selected.
2. Click the **Upload My Experience** button.
3. In the **Upload File** area, browse for or drop in your resume. Click **OK** and **Done**.

> Note: Workday initiates a background process to upload your Professional Profile data. After the process has completed, a notification displays.

4. From the notification, click the **Click Here** link to review and complete the profile data.
5. Use the guided editor or the Summary section to validate and refine your uploaded data.
6. Click **Submit** and **Done**.